



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY PATROL SERGEANT	39*	D	11.104

Under general supervision, is assigned and supervises personnel of a shift, geographical area, special work program in either traffic or commercial operations or administrative services (Regional or Divisional).

The following is common to all Sergeants:

Supervise personnel, commissioned and non-commissioned by assigning, scheduling and directing personnel; reviewing and approving submitted forms and reports; evaluating subordinates and completing employee development reports; recommending disciplinary action or commendations and awards; instructing personnel on laws, rules and regulations, policies and procedures, care and use of safety equipment; ensure law enforcement and support activities of a shift or section are performed in a manner reflective of Division standards.

Administer training needs of personnel by identifying and determining specific needs; making recommendations for training modules; presenting training, as needed, at meetings or briefing periods; encourage and enhance each officer's abilities and willingness to perform at a level acceptable within the shift, section and Division.

Compile quarterly and annual reports of all work activity within the shift or section by receiving, analyzing and categorizing daily reports to enable the Division to identify training needs, staffing, other expense needs, trends and developments that impact future planning.

Perform the duties of a Highway Patrol Trooper when necessary to ensure continuity of shift or section responsibility.

Perform related duties as assigned.

Traffic Operations: Supervise traffic enforcement activities in a patrol district or shift by assigning work schedules; collecting traffic data for identification of problem areas; perfecting plans for the safe movement of traffic; devising plans to alleviate traffic problems; and overseeing accident/incident investigative work of assigned personnel to ensure effective and efficient accomplishment of the Division's mission.

Take command in emergency situations including major accidents/incidents by assessing immediate needs; scheduling authorized persons to come into the area; requesting road closures; directing on-site activities and notifying appropriate agencies to facilitate the completion of all procedures necessary to maintain public safety and enforce the law.

Commercial Operations: Monitor on-site inspections of hazardous and non-hazardous materials carriers by reviewing documents concerning the mechanical safety of the vehicle, the blocking and bracing of the load, its configuration and the compatibility of the materials being shipped, taxing, licensing, length, width, height and weight to ensure compliance regulations are met.

* Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.

Conduct or supervise inspections of non-traffic criminal investigations which include commercial carrier safety through record audits, reports and evidence collected during investigation process to ensure compliance with established laws, rules and regulations.

Direct the ongoing operation of the Mobile Communications Center by evaluating its production and formulating improvement suggestions to ensure attainment of divisional goals.

Administration: (Activities under this assignment may involve any one of the following: Field Operations, Planning and Research, Support Services, Training Academy Commander, Federal Projects and Region Administrative Sergeant.)

Assignment to an administrative position is program support in nature and may vary in specific duties necessary to accomplish the objectives of the functions. Tasks may involve any or all of the following: planning, organizing, directing, budgeting, evaluating, researching, investigating, analyzing, scheduling, training; preparing reports, legislative amendments, rules and regulations, policies and procedures, standard operating procedures, and work performance standards. Any or all tasks performed may require final approval.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Applicants must possess a valid driver's license at the time of appointment.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of experience as a Nevada Highway Patrol Trooper. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Knowledge of:** federal, State and local laws pertaining to traffic and commercial vehicle enforcement as needed to police the public highways of the State; constitutional laws as they pertain to search and seizure, arrest and legal rights of citizens. **Ability to:** interpret issues and carry out orders and directives in order to accomplish goals and plans; communicate clearly and concisely, both orally and in writing; provide clear verbal communication in order to give direction, provide instruction, and take command in emergency situations; prepare concise and accurate written reports, memorandums, and procedures; lead and motivate people; think clearly and act quickly in dangerous situations involving accidents, hazardous spills, and routine traffic stops that result in drug or crime interdiction procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: Division procedures and standards regarding case report writing to ensure that reports written by subordinate personnel are clear, precise and factual, follow prescribed procedure and meet Division standards. **Knowledge of:** constitutional, federal, State and local laws; supervisory techniques: planning, organizing, directing, scheduling, analyzing, evaluating, budgeting and reporting; general principles of personnel management necessary to supervise employees. **Knowledge and ability to:** read, understand, interpret and disseminate State laws pertaining to Highway Patrol functions and Division policies, procedures, rules and regulations in order to maintain a level of competence that will gain the confidence and motivation of subordinate personnel. **Ability to:** supervise subordinates utilizing current principles and practices of personnel management; evaluate own and subordinates' activities to obtain optimum effort and

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (cont'd):

efficiency; take command in an area in the absence of the supervisor and discharge that position's duties and responsibilities; develop plans, procedures, schedules and work performance standards for subordinate personnel in order to effectively and efficiently manage assigned supervisory functions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.104

ESTABLISHED: 1/1/61
REVISED: 4/1/70
REVISED: 6/29/73
REVISED: 10/16/75
REVISED: 8/15/78-3
REVISED: 10/24/80
REVISED: 3/25/81-3
REVISED: 5/7/82-3
REVISED: 7/1/82
6/11/82PAC
REVISED: 7/18/86-3
REVISED: 1/30/87-3
REVISED: 4/14/87-3
REVISED: 8/6/87-3
REVISED: 6/9/89PC
REVISED: 7/1/89LG
REVISED: 7/1/91P
10/19/90PC
REVISED: 11/15/91PC
REVISED: 7/1/95LG
REVISED: 3/29/01UC
REVISED: 7/1/01LG